

CHILD SEXUAL ABUSE AND EXPLOITATION PREVENTION BOARD

Child Victims' Trust Fund
Office of the Attorney General
Victims Advocacy Division
1024 Capital Center Dr., Suite 200
Frankfort, KY 40601
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MEMO

TO: Potential CVTF Grant Applicants
FROM: Lindsay Crawford
Child Victims' Trust Fund (CVTF) Program Administrator
DATE: October 30, 2007
SUBJECT: FY 2009 CVTF Grant Application

Enclosed or attached you will find the Child Victims' Trust Fund grant application packet for FY 2009.

Be aware that the application has been revised again this year and, therefore, will be a little different from the FY 2008 application. **Please read each page carefully and be mindful of reporting requirements and their deadlines; all reporting and contractual requirements will be strictly enforced.**

The application deadline is Friday, February 1, 2008, by close of business. No applications will be accepted after this date.

If your program is awarded CVTF funding, the Board will require Administrative Office of the Courts (AOC) background checks no older than two years on all employees, contractors or volunteers with access to the children affiliated with that program. With your notification letter you will be provided the appropriate form for requesting background checks from the AOC, if you have not already done so. Any costs assessed by the AOC for obtaining the background checks for a CVTF program— not to exceed \$15 per person – should be included in your grant application projected budget. Also included will be a form to return with your contract certifying that AOC background checks have been done. Your program will be required to maintain original documentation of all background checks.

FY 2009 CVTF Grant Application Information Session
Telephone Conference: Friday, November 30, 2007
10:00 a.m. to 11:30 a.m., EST.
Registration deadline Wednesday, November 28.

A convenient, no-hassle way to learn everything you need to know about applying for the CVTF grant. This will be your only opportunity to directly ask questions about the application process.

Click on the e-mail address below to request registration and an access code.

lindsay.crawford@ag.ky.gov

or call (502) 696-5459

Toll Free (800) 372-2551

FY 2009 CHILD VICTIMS' TRUST FUND GRANT APPLICATION
GUIDELINES, OVERVIEW & INSTRUCTIONS



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GUIDELINES AND OVERVIEW

OBJECTIVE

The Kentucky Child Sexual Abuse and Exploitation Prevention Board, as established in 1984 by KRS 15.900 through 15.940, seeks to reduce the incidence of child sexual abuse and exploitation by supporting programs for the prevention of sexual abuse and exploitation of children. The Board, through administration of the Child Victims' Trust Fund (CVTF), reviews, approves and monitors the expenditures for child sexual abuse prevention programs. *¹

The guidelines contained in this document explain the Board's priorities, eligibility requirements, funding requirements, and responsibilities of the grantee. Instructions for completing the application and an application form are also included. Potential grantees are strongly encouraged to read this document before completing and submitting the grant application.

DEFINITIONS [KRS 15.900]

As used in KRS 15.910 to 15.940:

- (1) "Child" means a person under eighteen (18) years of age;
- (2) "Child sexual abuse and exploitation" means harm to a child's health or welfare by any person, responsible or not for the child's health or welfare, which harm occurs or is threatened through non-accidental sexual contact which includes violations of KRS 510.040 to 510.150, 530.020, 530.070, 531.310, 531.320, and 531.370;
- (3) "Local task force" means an organization which meets the criteria described in KRS 15.940;
- (4) "State board" means the State Child Sexual Abuse and Exploitation Prevention Board created in KRS 15.910;
- (5) "Prevention" means a system of direct provision of child sexual abuse and exploitation prevention services to a child, parent, or guardian, but shall not include research programs related to prevention of child sexual abuse and exploitation;
- (6) "Trust fund" means the Child Victims' Trust Fund established in the Office of the State Treasurer.

¹ Discretionary funding for a statewide program is also available, as well as reimbursement to qualified applicants for case management aspects of child sexual abuse medical exams. For information on either of these funding sources, please call the CVTF Program Administrator, (502) 696-5312.

PURPOSES FOR DISBURSEMENT OF FUNDS AS SET FORTH IN KRS 15.935

KRS 15.935 lists the authorized purposes for which CVTF monies can be disbursed in the following manner:

- (1) The state board may authorize the disbursement of available money from the trust fund, upon legislative appropriations, for exclusively the following purposes, which are listed in the order of preference for expenditure:
 - (a) To fund a private nonprofit or public organization in the development or operation of a prevention program if at least all of the following conditions are met:
 1. The appropriate local task force has reviewed and approved the program. This subparagraph does not apply if a local task force does not exist for the geographic area to be served by the program;
 2. The organization agrees to match fifty percent (50%) of the amount requested from the trust fund. At least ten percent (10%) of the amount requested shall be matched through dollars, and the remaining match shall be through in-kind contributions. The type of contributions shall be subject to the approval of the board;
 3. The organization demonstrates a willingness and ability to provide program models and consultation to organizations and communities regarding program development and maintenance; and
 4. Other conditions that the state board may deem appropriate;
 - (b) To fund the cost of medical examinations of victims of suspected child sexual abuse to the extent the fee for an examination is a service not eligible to be paid for by Medicaid or private insurance. The fees paid for this examination shall not exceed reasonable, usual, and customary charges as set by the state board;
 - (c) To fund the cost of counseling and other mental health services to victims of child sexual abuse to the extent the fees for counseling and mental health services are services not eligible to be paid for by Medicaid or private insurance. The fees paid for counseling and mental health services shall not exceed reasonable, usual, and customary charges as set by the state board;
 - (d) To fund local task forces;
 - (e) To fund statewide public education and awareness campaigns on child sexual abuse, making use of electronic and print media to inform the public about the nature of child sexual abuse, legal reporting requirements, victims' rights, legal remedies, agency services, and prevention strategies;
 - (f) To fund and evaluate the comparative success of statewide comprehensive approaches to prevention education making use of multiple approaches; and
 - (g) To fund the state board created in KRS 15.905 for the actual and necessary operating expenses that the board incurs in performing its duties.

- (2) Authorizations for disbursement of trust fund money under subsection (1)(g) of this section shall be kept at a minimum in furtherance of the primary purpose of the trust fund which is to disburse money under subsections (1)(a), (b), (c), (d), (e), and (f) of this section to encourage the direct provision of services to prevent child abuse and exploitation, and to provide medical examination and counseling or other mental health services for victims of child sexual abuse.

ELIGIBLE PROJECTS/ PROGRAMS

The overall aim of preventive intervention is the reduction of child sexual abuse and exploitation. However, there are many different ways to accomplish this goal. Prevention approaches are classified as belonging to one of three types—Primary, Secondary or Tertiary.

1. **Primary Prevention:** Primary prevention refers to prevention education and information provided to broad segments of the population. Primary prevention takes place before child sexual abuse has occurred, to prevent initial perpetration or victimization. This type of programming includes any public or generally offered program on child sexual abuse prevention. Common examples are:
 - a. Prevention education programs for children, adolescents, or parents in group settings provided through public or private schools, church or civic groups, recreational or health organizations, child care centers, community mental health centers, or other community settings frequented by the general population.
 - b. Programs directed to increase the awareness and effectiveness of professionals involved in child advocacy. Projects/ programs may include, but are not limited to, education for legal and law enforcement personnel, teachers, childcare workers and development of local procedures for such professionals.
 - c. Programs designed to increase public awareness of, and knowledge about, the problem of child sexual abuse. These may include public service announcements, development of public education materials such as posters, brochures, etc., funding of a community theatrical production on child sexual abuse prevention, etc.
2. **Secondary Prevention:** Secondary prevention refers to services provided to persons who are considered at high risk for sexual abuse even though it is not known if abuse has occurred. Examples of a secondary prevention program include one that teaches personal safety to children of women served by spouse abuse shelters, prevention programs for children attending after-school childcare, prevention programs for youth leaving juvenile justice diversion programs and programs for people with special needs (i.e. people with physical or developmental disabilities).
3. **Tertiary Prevention:** Tertiary prevention applies to services provided to persons or families after sexual abuse has been identified. The focus of these services should be on education and prevention of further abuse. Examples of a tertiary prevention programs include educational programs for non-offending parents of child sexual abuse victims or perpetrators, programs for survivors of child sexual abuse and programs for adolescent perpetrators of sexual abuse.

In addition to nationally recognized prevention programs, the Board also welcomes newly created, innovative proposals, but applicants must be able to provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

ELIGIBLE APPLICANTS

Pursuant to KRS 15.935, the Board disburses CVTF monies to private nonprofit organizations including local task forces, private non-profits and public agencies. Private nonprofit organizations must be certified by the IRS as having tax-exempt status, i.e. 501(c)(3). Applications for funding submitted by a CVTF task force must be accompanied by appropriate approval as demonstrated by the signature of the appropriate task force member.

PRIORITY AREAS

In reviewing applications, the Board looks for projects/ programs that use effective, research-based models of child sexual abuse prevention. Such projects/ programs provide the following:

- evidence that the prevention project/ program is based on current research/ literature.
- clear understanding of the population intended to be served and evidence that the project/ program reflects the particular needs of that population.
- evidence that the project/ program includes key components for effective prevention, including multiple contacts with the intended audience, interactive learning, parent, community and Internet safety components – to enhance child-focused programs.
- appropriate screening, training and background checks of staff, consultants, independent contractors and volunteers.
- awareness of and collaboration with other community resources involved in child sexual abuse services and/or prevention services.
- clear and achievable plans for qualitative and quantitative project/ program evaluation.
- plans to diversify funding for the future.

The Board also welcomes newly created, innovative proposals, but applicants must be able to provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

FUNDING REQUIREMENTS

Match Requirement. Pursuant to KRS 15.935(1)(a)(2) and KRS 15.940(4), a fifty percent (50%) match of the grant award is required. The match composition shall be as follows: The cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may also be through cash or it can be in-kind (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project/ program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions. (*See "CVTF Match Requirement" in Appendix D*)

Budget Categories. Applicants may allocate requested CVTF grant monies among the following cost categories: materials, equipment, operational expenses, training and travel, consultant and contractual services, and staff salaries and benefits (*see "the "Budget Plan" in the CVTF Grant Application, and Sample Budget Plan in Appendix B*), as the demands of their projects/ programs require.

The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the prevention role is unavailable from any other source. Requests to fund a current position or reinstate positions that have been eliminated as a result of budget cuts must be clearly explained. Applicants must clearly state and justify the need for funding of salaries and explain the lack of alternative funding sources.

FUNDING SCHEDULE

CVTF grants are awarded once each fiscal year. Application notices are disseminated in October and completed applications are due in February. The notification of awards is made in April, and awards to successful applicants will be available beginning in July. Projects/ programs must be completed during the 12-month funding period from July 1 through June 30. Funding will be provided in one or more installments, at the discretion of the Board. ***Unused funds MUST be returned to the CVTF.***

PUBLIC RELATIONS REQUIREMENT

CVTF receives its revenues from the state income tax refund check-off, the “I Care About Kids” license plate, and private donations. To insure the continuing generation of funds it is imperative that grantees promote these programs locally. For that reason, every grantee is required to include the CVTF logo and text reading “This publication / program is funded in part by a grant from the Child Victims’ Trust Fund.” CVTF logos will be provided by the CVTF Program Administrator. All publications associated with the prevention project/ program funded by the CVTF must be submitted for approval by the CVTF Program Administrator prior to publication. Further, prior approval must be obtained from the CVTF program administrator before printing or ordering any materials that were not included in your grant application.

The grantee is also responsible for 1) developing and implementing a plan to work with community media and agencies to publicize the CVTF state income tax check-off and license plate programs and, 2) distributing CVTF posters (in regard to the license plate poster, at a minimum it must be supplied to the local and regional county clerks’ offices) and brochures. Submission of the plan is required as part of the application. Collaboration with community media and other community groups and agencies is strongly encouraged in the development of this plan. Documentation of the implementation of this plan must be included in the five-month and/or year-end Program Reports. In addition to submitting the provided Promotion Verification Form, this may include copies of newspaper clippings, Web site pages, letters, etc.

REPORTING AND ON-SITE REVIEWS

Every grantee shall be responsible for maintaining accurate and current financial (including in-kind contributions) and program records, and reporting on the use of CVTF monies. Two program reports are required. A **five-month report** is due no later than close of business **January 5, 2009**. A **year-end report** is due 30 days after the end of the applicable fiscal year, i.e. (30 days from June 30) or by close of business **July 31, 2009**. Reporting shall be submitted on forms that will be provided. Grant recipients may be required to submit additional reports as deemed appropriate by the Board or staff. ***Failure to submit the required reports within the stipulated timeframe may result in the forfeiture of remaining grant funds, where applicable, and shall be a factor in the consideration of future applications.***

Grantees are also subject to on-site reviews. Grantees will be required to acknowledge by signature any deficiencies that are cited on a review checklist and address said deficiencies within a given timeframe. ***Failure to acknowledge and address deficiencies within the stipulated timeframe may result in the forfeiture of remaining grant funds, where applicable, and shall be a factor in the consideration of future applications.***

If your agency is awarded a grant, you will receive a packet that will include the following:

1. Reporting forms

2. Administrative Office of the Courts background check application form (2 pages) (titled “Youth Leader,” pursuant to KRS 17.160), which is to be maintained in agency files.
3. CVTF Background Check Verification Form
4. Presentation Verification Form, required where applicable for verifying each presentation and to be included in your year-end report
5. Promotion Verification Form, to be signed by an appropriate representative at sites where promotional materials are distributed/ displayed
6. FY 2009 Child Victims’ Trust Fund Grant In-Kind Donation Log (this is for your convenience for keeping track of in-kind donations recorded in year-end report)

APPLICATION SUBMISSION

Submit one original of the entire application with all required attachments and eight (8) copies of the complete application with all required attachments. DO NOT BIND OR STAPLE the application. The original application—with all required attachments—and each application copy—with all required attachments—must be placed in separate manila envelopes. Placing the documents in separate manila envelopes helps to ensure your documents are processed promptly. ***Submissions that do not contain the required number of documents—one original and eight (8) copies—will be considered incomplete and will NOT be eligible for further review.*** All forms, required documentation and signatures must be completed at the time of submission. Submit the application documents to:

**CVTF Program Administrator
Office of the Attorney General/ Office of Victims Advocacy
1024 Capital Center Drive, Suite 200
Frankfort, Kentucky 40601-8204**

APPLICATION DEADLINE

The Board and staff assume no responsibility for the timely delivery of applications or for incomplete applications. All FY 2009 applications must be received by the Child Victims’ Trust Fund, Office of the Attorney General, Office of Victims Advocacy, **no later than close of business Friday, February 1, 2008, 4:30 p.m., Eastern Standard Time.** ***Applications and/or attachments received after the deadline will not be accepted. The Board and staff will not accept E-mailed or faxed applications.***

QUESTIONS/ TECHNICAL ASSISTANCE

A CVTF Grant telephone conference will be held **Friday, November 30, 2007 from 10:00 a.m. to 11:30 a.m.** **This will be the only opportunity for potential grantees to ask questions about the application package.** To register for the session, potential grantees should contact the Child Victims’ Trust Fund Program Administrator at lindsay.crawford@ag.ky.gov OR (502) 696-5312 between 8:00 a.m. and 4:30 p.m., Eastern Standard Time, Monday – Friday.

Technical assistance will not be available beyond the telephone conference and information provided in the application packet.

APPLICATION PACKETS

Application packets are available in three (3) formats.

Requests for ***paper*** application packets should be directed to the Child Victims’ Trust Fund Program Administrator at lindsay.crawford@ag.ky.gov OR (502) 696-5312 between 8:00 a.m. and 4:30 p.m., Eastern

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Standard Time, Monday – Friday OR Office of the Attorney General/ Office of Victims Advocacy, 1024 Capital Center Drive, Suite 200, Frankfort, Kentucky 40601-8204.

Requests for application packets in **Microsoft Word format** should be directed to the Child Victims' Trust Fund Program Administrator at lindsay.crawford@ag.ky.gov OR (502) 696-5312 between 8:00 a.m. and 4:30 p.m., Eastern Standard Time, Monday – Friday.

To download the application packet and evaluation/scoring tools in **PDF format** go to:

<http://ag.ky.gov/victims/cvtf.htm>

INSTRUCTIONS

GENERAL INSTRUCTIONS

These instructions present the format all applicants must follow in preparing applications. ***The Board reserves the right to deem ineligible for further review any application that does not STRICTLY adhere to the instructions contained in this document.***

- All forms provided in the application must be used as required. Alternate versions shall result in the disqualification of the entire application.
- The application, including all forms, must be typed on single-sided 8.5" by 11" white paper, double-spaced (unless otherwise noted in the Guidelines, Overview & Instructions) with one-inch margins, and in standard Times New Roman font no smaller than 11-point size. No deviations, including all caps, all bold, all italics, etc, will be accepted.
- Materials in *Section X, Required Attachments, Part B*—including brochures, newsletters, evaluation instrument(s) or tool(s), and curricula—may be submitted in their original form and may be paper-clipped together.
- Do not bind or staple any part of the application. Paper clips or colored paper may be used to divide the application into sections.
- Complete the page header in the upper right hand corner of each page as required, with your Agency Name and the page number. The required format follows:

CVTF FY 2009 Grant Application

Agency Name _____, page 1

Applicants are required to submit information in a specific order. The following is a list of application components **in the order in which they must be submitted.**

1. Title Page
2. Grant Application Checklist
3. Statement of Cooperation and Assurances
4. Agency Data Sheet
5. Project/ Program Information Sheet
6. Application Narrative
7. Anticipated Project/ Program Revenue Detail—Breakdown by Source Form
8. Budget Plan
9. Budget Narrative

10. Required Attachments—Part A:

- a. Evidence of 501(C)(3) status or other non-profit/ public status (i.e. IRS determination)
- b. List of current board members including how each board member is representative of the community
- c. Agency staffing chart or other personnel diagram
- d. Agency audit or year end financial statement for last completed fiscal year
- e. CV/ resume of agency director
- f. Job descriptions and qualifications for each position in the proposed child sexual abuse prevention project/ program
- g. CV(s)/ resume(s) of all staff who will be working in the proposed child sexual abuse prevention program
- h. Current, dated letters of commitment from community partners—on their letterhead—demonstrating community collaboration in your agency’s child sexual abuse prevention program (Note: the letters should reflect a date no older than one [1] year)
- i. Letters of agreement for consultant and/ or contractual services on vendor’s letterhead, if applicable
- j. Copy of equipment price quote(s) on vendor’s letterhead, if applicable
- k. Copy of materials price quotes on vendor’s letterhead, if applicable

11. Required Attachments—Part B:

- a. Project/ program curriculum being proposed
- b. Evaluation instrument(s) or tool(s)
- c. Copy of agency and project/ program publications (i.e. brochure, newsletter, Web page, etc.)

**CHECKLIST, STATEMENT OF COOPERATION AND ASSURANCES, AGENCY DATA SHEET
AND PROJECT/ PROGRAM INFORMATION SHEET INSTRUCTIONS**

Title Page: Enter all required information.

Grant Application Checklist: Check all items that apply and/or are attached.

Statement of Cooperation and Assurances: Complete with all required names, addresses, signatures and dates. Signatures on this page confirm the applicant understands the application instructions, complies with funding requirements and policies of the agency’s board/governing body, and complies with nondiscrimination laws. Further, the signature affirms that the information in the application is true and accurate.

Agency Data Sheet: Enter all information as required. Additional guidance on specific items follows:

- **Local Task Force Name:** If there is a local Task Force in your community that is recognized by the Board, provide the required information. If no Local Task Force exists, enter N/A in all spaces. *(At this time, the Office of the Attorney General knows of no operative task forces in Kentucky)*
- **CVTF Grant History:** Provide required information on the total number of years CVTF has funded your agency for any programs. Indicate the last year funding was received, and enter the amount funded for the last year funding was received. Also, enter the name of the project/ program last funded. If the agency received an award under a different name (i.e. the agency has changed names in the past) include that information as well.

Project/ Program Information Sheet: Enter all information as required. Additional guidance follows:

- **Project/ Program Title:** Enter the name of the child sexual abuse prevention project/ program. Every project or program must have a title.
- **Amount Requested:** Enter the amount requested from the CVTF. Round the amount to the nearest dollar.
- **Type of Prevention:** Indicate if this project/ program works as primary, secondary or tertiary intervention or a combination of more than one. ***Important note:*** *Read the explanation of these terms on page 3 of this document.*
- **Specific Population Served by Project/ Program:** Provide specific demographic and geographical characteristics of the target population. Using qualifiers, specifically identify the population to be served and explain why the program will work with the population. Qualifiers are age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc. as appropriate.
- **Brief Description of Project/ Program:** The brief description is similar to an executive summary and provides a synopsis of the project/ program. This summary description of the project/ program must give reviewers necessary information to understand the program, i.e. what, how, when, how frequently, by whom and where the project/ program will be implemented and any collaboration, evaluation and promotional efforts. This section should be a summary of the application narrative. Type the information directly onto the Project/ Program Information Sheet. This summary may be single-spaced (but must follow all other format requirements) and must not exceed 200 words.

APPLICATION NARRATIVE INSTRUCTIONS

*The Application Narrative must not exceed twelve (12) pages. Further, the information contained in each section and in each subsection must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's score. Each section must be clearly delineated with the Roman numeral and section heading in bold (i.e. **I. Agency Description**) or the letter and section heading in bold (i.e. **A. Mission Statement or Purpose**) or the number and section heading in bold (i.e. **2. Target Population and Contributing Factors**).*

I. Agency Description

The Agency Description provides an overview of your organization and its ability to support child sexual abuse prevention programming. Your description must include, at a minimum, what is set forth below:

- A. The agency mission statement or purpose.
- B. A brief history of the agency including past or present services offered and the population the agency generally serves.
- C. A description of the board of directors, including how each board member is representative of the community. Also, include statistics regarding minority, ethnic and gender representation on the board.
- D. A description of the paid staff positions in the area related to child sexual abuse prevention programming (child abuse services, prevention services, etc.) including screening, training content and duration and AOC criminal background checks no older than two years. Also include Central Registry Check (CA/N) background checks—which are administered by the Cabinet for Health and Family Services—if your agency is required by law to obtain information included in the Central Registry Check or *if* your agency requires this check as a condition of employment.
- E. A description of the agency's past or present use of independent contractors and volunteers, including screening, training content and duration and AOC criminal background checks. Also include Central Registry Check (CA/N) background checks—which are administered by the Cabinet for Health and Family Services—if your agency is required by law to obtain information included in the Central Registry Check or *if* your agency requires this check to use independent contractors or to accept volunteer workers.
- F. A description of the specific programs the agency has conducted in the past that are similar to/ related to child sexual abuse prevention, e.g., any child sexual abuse prevention programs, any other types of prevention programs, any other types of child sexual abuse services, awareness efforts, outreach or education efforts, etc.

II. Community Description

The Community Description provides a broad overview of your community. Your description must include, at a minimum, what is set forth below.

- A. Geography: A brief description of the community's geographic area(s), including county seats, community resources/services related to child sexual abuse/ child abuse prevention, whether the community is urban or rural, etc.
- B. Population: Describe the population, including:
 - 1. A description of the community's demographics including socioeconomic, educational and occupational characteristics (cite the source of the local data and the year the data was collected).
 - 2. A description of the community's ethnic, racial, and cultural characteristics (cite the source of the local data and the year the data was collected).

C. Resources: Describe the other agencies, groups and professionals in your community that work in the area of child sexual abuse prevention or related areas, including:

1. Names of agencies, groups and professionals.
2. Services/ activities provided by other agencies, groups and professionals.
3. A description of how your agency coordinates related efforts.

III. Program Description

The Program Description provides information about the project/ program and must demonstrate your agency's understanding of and ability to implement the proposed prevention project/ program. Your description must include, at a minimum, what is set forth below:

A. Brief description of the project/ program including:

1. Type of prevention (primary, secondary, tertiary). Explain the rationale for the project/ program.

How is the program different from other child sexual abuse prevention programs being provided in your area and what are the gaps in services?

If applicable, describe how the project/ program is innovative or new. **Note:** *Read the explanation of the terms primary, secondary and tertiary on page 3.*

2. Project/ program Goals and Objectives. List and explain your project/ program goals and objectives. A goal is a long-term outcome that is expected from the project/ program. An objective is a specific activity used to reach a goal.
3. Specifics about the target population for this project/ program **and** why this population was chosen. Provide evidence that the agency has access to the target population. Address the particular risk, protective and/or vulnerability factors established as contributors to the problem.

For the target population indicate age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc., as appropriate for the prevention approach (Cite the data source and the year the data was collected. **The use of local data is required**).

Provide a clear explanation of how the project/ program meets the specific needs of the target population. Demonstrate how the project/ program will prevent child sexual abuse and/ or exploitation in the target population.

B. A comprehensive description of the project/ program including:

1. Content covered.
2. Learning goals and objectives.
3. Evidence of consistency with current research, literature and best practices (Cite the source of the research, literature, etc., and the year of publication for each source).
4. Explanation of why the project/ program is developmentally appropriate for the target

population.

5. Explanation of how the project/ program is sensitive to multicultural, audiences, as appropriate.

C. A description of the project/ program delivery including:

1. Location(s)/ venue(s) for project/ program delivery.
2. Plan for the target population to receive multiple exposures to the project/ program content and the duration of the exposure.
3. Any interactive formats and parent and Internet components.
4. If applicable, current barriers that prevent the target population from accessing the proposed services and what will be done to overcome these barriers (examples include, but are not limited to transportation and child care).

D. A description of the available resources including:

1. Who will implement the project/ program?
2. Training that staff, volunteers and/ or consultants will receive. Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
3. Process of ongoing supervision of staff, volunteers and/ or consultants. Also, indicate who will provide the supervision.
4. Training of any other involved parties (i.e. teachers, group leaders, parents, etc.). Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
5. Collaboration or coordination with other agencies/ groups. Describe activities that will support networking and synergy between agencies/groups that provide or support child sexual abuse prevention activities. Identify the collaborative partners and briefly describe their activities integral to the project/ program. You must include letters of commitment from community partners – on their letterhead – demonstrating community collaboration in your agency's child sexual abuse prevention program. The letters must address the specific collaborative activities that will occur between July 1, and June 30, of the funding year.

E. A description of the timetable including how the project/ program will be implemented throughout the 12-month funding period.

IV. Evaluation Plan

The Evaluation Plan must include information about how you will evaluate and assess project/ program goals and objectives, describe the evaluation instrument(s) or assessment methods, outline the timeframe for evaluation/ assessment and explain measures of success.

V. CVTF Promotion Plan

The CVTF Promotion Plan provides information about the applicant's strategy for promoting and publicizing the CVTF. The CVTF promotion plan must, at a minimum, include:

- A. A description of the plan to include the CVTF logo and information about the CVTF income tax refund check-off and "I Care About Kids" license plate in all published materials including brochures, newsletters, posters, Web sites, radio and television media, etc. (For more information, see "Public Relations Requirement," page 5).
- B. A description of the plan to distribute CVTF posters and brochures in your service area.

PROJECT/ PROGRAM BUDGET INSTRUCTIONS

VI. Anticipated Project/Program Revenue Detail – Breakdown by Source Form

You must use the Anticipated Project/ Program Revenue Detail—Breakdown by Source Form to list anticipated sources of CVTF grant, cash match and in-kind match amounts for this project/ program. In the appropriate column, identify each revenue source by name and indicate whether the source is firmly committed or potential. In addition, include the dollar amount anticipated from each source and the grand total of all revenue sources. *(For assistance with completing this form, see "Sample Anticipated Project Revenue Detail—Breakdown by Source Form" in Appendix A).*

VII. Budget Plan

You must use the Budget Plan form to list anticipated project/ program revenue sources and to itemize costs by budget category. *(For assistance with completing the project/ program budget, see the "Sample Budget Plan" in Appendix B).* Your budget plan must be in the same format as reflected in the "Sample Budget Plan." Additional guidance follows.

Name of Agency: Enter the name of the agency submitting the application/ request for funds.

Name of Project/ program: Enter the name of the child sexual abuse prevention project/ program, if different from agency name.

Budget Period: List expected starting and ending dates by month, day and year (mm/dd/yy). The dates must fall between July 1st and June 30th of the funding year.

1. Anticipated Project/ program Revenue: List the amount on the line indicated. The amount must equal the grand total on the Anticipated Project/ Program Revenue Detail—Breakdown by Source Form.

CVTF Grant – list the total amount of funding you are requesting through CVTF.

Total Match – list the combined amount of cash match and in-kind match listed in columns B and C. A description of cash match and in-kind match follows.

- Cash match includes cash from other sources for implementing the child sexual abuse prevention project/ program.
- In-kind match includes donated labor, materials, etc. For example, the value of volunteer time, portion of agency rent, telephone, copying or printing provided at reduced or no

charge, supplies, etc., devoted to the project/ program, including those that exceed the required contribution. Only amounts directly related to the child sexual abuse prevention program may be counted towards the in-kind match.

2. Project/ program Budget: ALL figures reflected in the project/ program budget must relate directly to the child sexual abuse prevention program. **In all three categories (CVTF Grant, Cash Match and In-kind Match) list only the amounts used for the child sexual abuse prevention program.** The figures associated with each cost category must be listed in the appropriate funding source column, i.e. CVTF Grant, Cash Match and/or In-Kind Match. All subtotals and grand totals must be included at the end of each row and at the bottom of each column. Only numerical amounts should be listed on this page. The grand total must equal the grand total on the Anticipated Project/ Program Revenue Detail—Breakdown by Source form.

- a. Staff Salaries – list all full-time and part-time staff salaries. Staff salaries should be determined by multiplying the individual's base salary by the percent of estimated time the individual will spend on the child sexual abuse prevention program. The value of staff salaries should be reflected under the CVTF grant and/or cash match column(s), as appropriate. ***Note:** The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the prevention role is unavailable from any other source.*

The value of volunteer hours should be included in this category under the in-kind match column. It is expected that assigned values for volunteers will be based on realistic figures.

- b. Staff Fringe Benefits – list items such as FICA, life, health and/or dental insurance, retirement plans, and other fringe benefits offered by your agency. Applicants must pro-rate fringe benefits if the employee will spend only part of his or her time on the child sexual abuse prevention program. The value of staff fringe benefits should be reflected under the CVTF grant and/ or cash match column(s), as appropriate. ***Note:** The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the prevention role is unavailable from any other source. CVTF will **NOT** fund, or consider as a match, holiday pay or benefits for part-time staff or volunteers.*
- c. Consultant/ Contractual Services – list all expenses associated with the purchase of any consultant or contractual services (i.e. program delivery, bookkeeping, media development, etc.). The value of consultant/ contractual services should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.
- d. Training and Travel – list all training and travel expenses related to the child sexual abuse prevention program. The value of training and travel expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

Travel expenses—including mileage expenses—**must** identify the actual and/ or potential destinations.

***Note:** Any mileage expenses will be reimbursed at the state prevailing mileage rate. Mileage reimbursement may not exceed the prevailing state mileage rate at the time of grant application submission. The prevailing state mileage rate is available at:*

<http://finance.ky.gov/ourcabinet/caboff/OOC/> under the [State Employee Travel Information](#) link. On the State Employee Travel Information site click on the link [Mileage Rate, October 2007](#).

Per diem expenses (i.e. hotel, meals) will be reimbursed at the state approved rate. Allowable rates for meals are summarized below:

Meal	Meal-time Hours	Reimbursement Amount
Breakfast	6:30 a.m. – 9:00 a.m.	\$7.00
Lunch	11:00 a.m. – 2:00 p.m.	\$8.00
Dinner	5:00 p.m. – 9:00 p.m.	\$15.00

***Note:** To be eligible for lodging reimbursement, staff must be in travel status, i.e. at a destination more than 40 miles from the individual's work station or home, which ever is the shortest distance. Meal reimbursement only applies if an overnight(s) stay is necessary and occurs. For additional information about travel reimbursement refer to Kentucky Administrative Regulations, 200 KAR 2:006.*

- e. Operational Expenses – list the amount of each expense. Operational expenses may include printing, postage, rent, office and miscellaneous supplies, telephone, AOC criminal background checks, etc., related to the child sexual abuse prevention program. The value of operational expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.
- f. Equipment – list the amount of the purchase of any equipment. Equipment includes copiers, fax machines, telephones or telephone systems, computers, printers, postage meters, etc. The value of equipment expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate. ***Note:** The Board discourages the use of CVTF money to purchase equipment. Amounts must be prorated to reflect only the proportionate amount that will be used for the prevention program.*
- g. Materials – list the amount of each expense. Materials include publications, puppets, program props, DVDs, videos, etc. The value of materials expenses should be reflected under the CVTF grant, cash match and/ or in-kind match column(s), as appropriate.

VIII. BUDGET NARRATIVE

The Budget Narrative must not exceed six (6) pages. Each section must be clearly delineated with the section heading in bold (i.e. **1. Staff Salaries** or **B. Continuation Funding**). *Further, the information contained in each section must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's rating.*

- A. List agency name and project/ program name.

The Budget Narrative must provide the Board with a comprehensive understanding of how the CVTF grant, cash match and in-kind match have been determined and how the funds will be spent. In every category itemize each expense and show the mathematical calculation. You must provide sufficient detail to facilitate the Board's determination regarding the relevance of the expenditure to the project/ program. *(For assistance with completing the Budget Narrative see "Sample Budget Narrative" in Appendix C).*

1. Staff Salaries

List the monetary value for **each** full or part-time employee working on the project/ program, including the method of determining compensation and rate. Each staff salary should be determined by multiplying the individual's base salary by the percent of estimated time the individual will spend on the child sexual abuse prevention project/ program. Each mathematical calculation must be reflected. In addition, the percentage used to pro-rate each salary must be clearly indicated.

***Note:** The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the prevention role is unavailable from any other source. Requests for current positions or to reinstate positions that have been eliminated as a result of budget cuts must be clearly explained. Applicants must definitively state the need for funding for salaries and explain the lack of alternative funding sources.*

List the number of volunteers, the estimated time contributed to the project/ program and the approximate value of their time. Each volunteer need not be listed separately if amounts of time and rates are identical for each. However, the mathematical calculation(s) must be reflected.

2. Staff Fringe Benefits

Fringe benefits include items such as FICA, life, health and/or dental insurance, retirement plans, and other fringe benefits offered by your agency. Itemize the cost of each fringe benefit and pro-rate the amount if the employee will spend only part of his or her time on the child sexual abuse prevention project/ program. The percentage used to pro-rate each fringe benefit must be clearly indicated. Each item must be listed separately and each mathematical calculation must be reflected.

***Note:** The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the prevention role is unavailable from any other source. Applicants must definitively state the need for funding for benefits and explain the lack of alternative funding sources. CVTF will **NOT** fund, or consider as a match, holiday pay or benefits for part-time staff or volunteers.*

3. Consultant/ Contractual Services

Consultant and contractual services include bookkeeping, program provision, media relations, etc. List and describe the services to be provided and include the dollar value of the compensation/cost. Each item must be listed separately and each mathematical calculation must be reflected.

***Note:** The application package must include letters of agreement on vendor's letterhead for all consultant and contractual services. These services will not be considered for funding without a letter of agreement on vendor's letterhead.*

4. Training and Travel

Discuss any anticipated training, including information regarding the name of the organization providing the training, purpose and relationship to the proposed prevention

program, and number of individuals for whom the training is requested. Also include the mathematical calculation for each itemized expense.

Discuss any projected travel, including information regarding, at a minimum, the purpose of the trip, destination, total round trip miles, per diem costs (i.e. meals, hotel lodging), and number of individuals for whom funds are requested. Also include the mathematical calculation for each itemized expense.

Travel expenses—including mileage expenses—**must** identify the actual and/ or potential destinations.

Note: Any mileage expenses will be reimbursed at the state prevailing mileage rate. *Mileage reimbursement may not exceed the prevailing state mileage rate at the time of grant application submission. The prevailing state mileage rate is available at: <http://finance.ky.gov/ourcabinet/caboff/OOC/> under the [State Employee Travel Information](#) link. On the State Employee Travel Information site click on the link [Mileage Rate, October 2007](#).*

The Board expects that staff will carpool as much as possible. Individual reimbursements to the same destination must be clearly explained. Overnight travel must be clearly justified as part of the program. Out-of-state travel must be clearly justified. Any out-of-state travel must be specifically described as training that is not available in-state.

5. Operational Expenses

Operational expenses include items such as rent, utilities, copying, postage, AOC criminal background checks and office and miscellaneous supplies. List each item separately including how amounts were prorated. Include the mathematical calculation for each itemized expense.

6. Equipment

Equipment includes items such as copiers, fax machines, telephones or telephone systems, computers, printers, postage meters, etc. List each item separately including how amounts were prorated. Include the mathematical calculation for each itemized expense.

Note: *The Board discourages the use of CVTF money to purchase equipment. Amounts **must be prorated** to reflect only the proportionate amount that will be used for the prevention program. The application package must include copies of price quotes on vendor's letterhead. Equipment will not be considered for funding without a price quote on vendor's letterhead. **Applicants must definitively state the need for funding for equipment and explain the lack of alternative funding sources.***

7. Materials

Materials includes items such as publications, puppets, or other programmatic needs. List each item separately. Include the mathematical calculation for each itemized expense. These figures should be based on real costs of said materials, not vague estimates.

***Note:** Materials will not be considered for funding without a price quote on vendor's letterhead.*

- B. Describe your plans and capacity to sustain the project/ program beyond the CVTF grant. The plan must, at a minimum, include your strategy to broaden financial support.

***Note:** The funding commitment of the CVTF is limited. As such, CVTF may not provide funds for an unlimited time.*

- C. Explain how the agency would implement the project/ program with reduced CVTF funding.

***Note:** If approved for funding, CVTF may fund less than 100% of an agency's request. As such, CVTF requires information about the agency's ability to implement its project/ program with reduced CVTF funding.*

IMPORTANT NOTE:

DOUBLE CHECK ALL CALCULATIONS IN THE PROJECT/ PROGRAM BUDGET. Your calculations/ totals **MUST** be consistent between the following forms:

- Anticipated Project/ Program Revenue Detail-Breakdown By Source
- Budget Plan
- Budget Narrative

REQUIRED ATTACHMENT INSTRUCTIONS

IX. Required Attachments – Part A

Additional notes regarding the non-profit/ public status documentation, agency budget, agency audit/ year end financials and evaluation instrument(s) follow.

- a. Evidence of 501(C)(3) status or other non-profit/ public status (i.e. IRS determination)

Proof of status may be obtained from the Secretary of State's web page as follows:

Go to: www.sos.ky.gov

Click on "Business Services" and from the drop down window select "Business Records."

Under "Overview" click on "click here."

Enter the agency name and hit "enter."

Click on "Printable Version" to print out the page.

- b. Agency budget for last completed fiscal year may be submitted on 8½" by 14" (legal size) white paper, single-sided.
- c. Agency audit or year end financials for last completed fiscal year may be submitted on 8½" by 14" (legal size) white paper, single-sided.

X. Required Attachments – Part B

Additional notes regarding program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) and copies of agency/ program publication(s) follow.

- a. If proprietary restrictions do not allow you to provide a copy of the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or any other publication associated with the proposed project/ program, you must provide proof from the vendor on vendor's letterhead regarding the document's proprietary or confidential nature. As appropriate, provide copies of advertising/ order forms for the curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s), other publication and/ or material.

If this proposal is for a new project/ program that your agency has not yet implemented or is in the process of creating and copies are not in hand, you must provide a draft or detailed description.

In any case, you must provide sufficient information about the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or other publications to facilitate the Board's understanding. **Applications that do not provide this information will not be considered.**

- b. Agency/ program publications: Examples include brochures, newsletters, Web sites, flyers, handouts, etc.) If this proposal is for a new project/ program that your agency has not yet implemented and copies are not in hand, provide drafts or a detailed description. As appropriate, provide copies of advertising/order forms for publications.

APPENDICES

Appendix A
SAMPLE

VI. Anticipated Project Revenue Detail —Breakdown by Source Form

Source	Committed or Potential Funding	Sub-Total Amount
CVTF Grant	Potential	\$19,200.00

Cash Match* (minimum 10% of total CVTF Grant request)		
United Way Grant	Committed	\$ 2,000.00
Big Rise County Grant	Committed	\$ 4,838.00

In-kind Match* (remaining percentage of 50% CVTF match)		
Big Rise CAC	Committed	\$ 5,677.00
Curriculum Services, Inc.	Committed	\$ 2,400.00
Turner Graphics	Committed	\$ 1,200.00
Acme Printing	Committed	\$ 2,032.00
Volunteers	Committed	\$ 1,520.00

GRAND TOTAL (all sources of anticipated project revenue)	\$38,867.00
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* Pursuant to KRS 15.935(1)(a)2 and KRS 15.940(4), a 50% match is required. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

Agency Name Big Rise Child Advocacy Center, page

Appendix B
SAMPLE BUDGET PLAN

VII. Budget PlanName of Agency: Big Rise Child Advocacy CenterName of Project/ program: Talking with KidsBudget Period: From (mm/dd/yy) 7/1/08 To: 6/30/09**1. ANTICIPATED PROJECT REVENUE: \$ 38,867**CVTF Grant (column A) \$ 19,200Total Match (columns B and C) \$ 19,667**2. PROJECT BUDGET:**

Cost Category	Funding Sources			SUB-TOTAL
	CVTF Grant	Cash Match	In-Kind Match	
	(Column A)	(Column B)	(Column C)	(Column D)
a) Staff Salaries	Project Dir. <u>17,280</u>		Adm. Asst. 3,750 Volunteers 1,520	
Staff Salaries Subtotal:	\$17,280	\$0	\$5,270	\$22,550
b) Staff Fringe Benefits	Project Dir. <u>1,322</u>		Adm. Asst. <u>287</u>	
Staff Fringe Subtotal:	\$1,322	\$0	\$287	\$1,609
c) Consultant/Contractual Services			Illustrator 1,200 Curriculum Specialists <u>2,400</u>	
Contract Services Subtotal:	\$0	\$0	\$3,600	\$3,600
d) Training & Travel	Vanhoose 96 Morgan 128 Big Rise 32 Crowe 78 Brownies 120 Cub Scouts <u>144</u>	KCSAI training <u>998</u>		
Training & Travel Subtotal:	\$598	\$998	\$0	\$1,596
e) Operational Expenses		Office space <u>3,840</u>	Criminal background checks 90 Copying 520 Telephone 600 Postage <u>200</u>	
Operational Expenses Subtotal:	\$0	\$3,840	\$1,410	\$5,250
f) Equipment			Fax machine 50 Computer <u>100</u>	
Equipment Subtotal:	\$0	\$0	\$150	\$150
g) Materials		Printing 2,000	Printing <u>2,032</u> Paper 57 Envelopes <u>23</u>	
Materials Subtotal:	\$0	\$2,000	\$2,112	\$4,112
GRAND TOTALS	\$19,200	\$6,838	\$12,829	\$38,867

Appendix C
SAMPLE**VIII. BUDGET NARRATIVE**A. Agency Name: Big Rise Child Advocacy CenterProject/ Program Name: Talking with Kids**1. Staff Salaries – \$17,280.00 (CVTF); \$5,270.00 (In-kind Match)**

The Big Rise Child Advocacy Center (BRCAC) is requesting funding for salaries because it has no other funding source for the child sexual abuse prevention program it would like to run. BRCAC applied for but was unsuccessful in obtaining grants from the following sources (which do fund staff salaries): National Child Advocacy and the Washington Council for the Prevention of Child Abuse and Neglect. The two grants we were able to acquire—from the local United Way and Big Rise County—expressly prohibit use of monies for salaries.

Project Director: It is estimated that this part-time administrator will spend approximately 20 hours per week, from August 1 through June 30, coordinating and overseeing the implementation of the “Talking to Kids” program. The director is paid \$18.00 per hour and will work on this project approximately 48 weeks (allowing for 2 weeks of holiday and other time off). The CVTF grant will pay the pro-rated share of the project director’s salary.

- \$18.00 per hour X 20 hours per week X 48 weeks = **\$17,280.00. (CVTF)**

Administrative Assistant: The agency will provide an administrative assistant to assist the project director. It is estimated that the administrative assistant will spend approximately 25 percent of her time doing clerical work for the sexual abuse prevention project. The administrative assistant’s salary is \$15,000.00 annually. The clerical salary is an in-kind match.

- \$15,000.00 annual salary x .25 = **\$3,750.00. (In-kind)**

Agency Name Big Rise Child Advocacy Center, page ____

Volunteers: Seven (7) volunteers will donate their time to the project/ program at a rate of \$8.00

per hour. It is estimated the volunteers will spend a total of 190 hours presenting the program, educating parents, etc. The volunteer time is an in-kind match.

- 190 hours x \$8.00 per hour = **\$1,520.00 (In-kind)**

2. Staff Fringe Benefits – \$1,322.00 (CVTF); \$287.00 (In-kind Match)

FICA and/or Medicare: The agency pays fringes calculated using 6.20% for FICA and 1.45% for Medicare (total: 7.65%). No other fringes are offered.

CVTF grant to pay for the pro-rated employer share of fringe benefits for the project director:

- \$17,280.00 pro-rated annual salary x 7.65% = \$1,321.92 (rounded to **\$1,322.00 (CVTF)**)

Agency to pay the pro-rated share of fringe benefits for the administrative assistant position as in-kind match:

- \$3,750.00 pro-rated annual salary x 7.65% = \$286.87 (rounded to **\$287.00 (In-kind)**)

3. Consultant and Contractual Services – \$3,600.00 (In-kind Match)

The following consultants will provide the following services as an in-kind match:

Illustrator: A professional illustrator with Turner Graphics will provide layout and graphics assistance in creating educational materials. It is estimated that this project will take approximately 40 hours. The fee is \$30 per hour (see attached letter of agreement).

- \$30 per hour x 40 hours = **\$1,200.00 (In-kind)**

Curriculum Specialists: Two teachers, with Curriculum Services, Inc., who specialize in curriculum planning and possessing excellent written communication skills will review existing “Talking with Kids” curriculum, make revisions and work with the illustrator to design a revised publication. Initial discussions with the curriculum specialists have confirmed BRCACs’ belief that revisions are particularly important to update the program’s Internet safety component. The fee is \$30 per hour each. It is estimated this task will take approximately 40 hours (see attached letter of agreement).

Agency Name Big Rise Child Advocacy Center, page ____

- \$30 per hour x 40 hours = \$1,200 x 2 specialists = **\$2,400.00 (In-kind)**

4. Training and Travel – \$998.00(Cash Match); \$598.00 (CVTF)

Staff training and related travel expenses will be paid through a cash match from a portion of the Big Rise County grant.

The Project Director will attend the KY Child Sexual Abuse Institute’s annual 5-day conference in Louisville, KY. Total cost = **\$998.00 (Cash)**. Cost breakdown follows. (Note: per diem is based on travel time from Sunday at 10:00 a.m. – Friday at 6:30 p.m.)

- Registration: \$300
- Hotel: \$100 per night x 5 nights = \$500
- Per Diem: \$7.00 breakfast x 5 + \$8.00 lunch x 6 + \$15.00 dinner x 5 = \$158.00
- Mileage: .40 cents per mile x 100 roundtrip miles = \$40.00

Volunteers will present the “Talking with Kids” curriculum at three (3) elementary schools two times during the funding period. The Program Director and volunteers will also conduct two parent education meetings at each school. In addition, volunteers will present the curriculum at two Brownie jamborees and at two Cub Scout jamborees. Volunteers will also conduct two parent education meetings at each of the jamborees. Total mileage cost requested from the CVTF: \$598.40, rounded to **\$598.00 (CVTF)**. In all cases, individuals traveling to the same location will carpool. Cost breakdown follows.

- Vanhoose Elementary: .40 cents per mile x 60 roundtrip miles x 4 times = \$96.00
- Morgan Elementary: .40 cents per mile x 80 roundtrip miles x 4 times = \$128.00
- Big Rise Elementary: .40 cents per mile x 20 roundtrip miles x 4 times = \$32.00
- Crowe Elementary: .40 cents per mile x 49 roundtrip miles x 4 times = \$78.40 (rounded \$78)
- Brownie Jamborees: .40 cents per mile x 75 roundtrip miles x 4 times = \$120.00
- Cub Scouts Jamborees: .40 cents per mile x 90 roundtrip miles x 4 times = \$144.00

Agency Name Big Rise Child Advocacy Center, page ____**5. Operational Expenses – \$3,840 (Cash Match); \$1,410 (In-kind Match)**

The following will be provided as cash and in-kind match:

AOC Background checks: Currently the local sheriff runs background checks on all BRCAC staff, independent contractors and volunteers, but will now also undergo the CVTF required AOC criminal background checks. The cost of each AOC background check is \$10.00 per person. The agency will cover these costs as an in-kind contribution.

- 9 AOC criminal background checks x \$10.00 each = **\$90.00 (In-kind)**

Office space: A portion of the Big Rise County grant will pay for 20 square feet of office space devoted to the prevention program, for its duration (12 months):

- \$16.00 per sq. ft. x 20 sq. ft. = \$320.00 X 12 months = **\$3,840.00 (Cash)**

Copying: The agency will provide the copying of an estimated 1000 promotional flyers. Our Xerox copier maintenance agreement charges .52 cents per copy.

- 1000 flyers x .52 cents each = **\$520.00 (In-kind)**

Telephone: Estimated phone costs: \$600.00, based on the agency devoting about 50% of its time to the CSA prevention project:

- \$100.00 basic monthly fee x 12 months X 50% = **\$600.00 (In-kind)**

Postage: Estimated postage costs: \$200.00 (based on the previous two year average for mailing approximately 500 letters to support the community education effort).

- 500 letters x .39 cents each = \$195.00 (rounded to **\$200.00 (In-kind)**)

6. Equipment – \$150.00 (In-kind Match)

All necessary equipment will be provided by the Agency as **in-kind** match totaling **\$150.00**. It is estimated the program will utilize the equipment 25% of the time. The current equipment values were calculated by our CPA, Haas-Winston, using the straight-line depreciation method.

- Fax machine: \$50.00 (\$200 current equipment value x .25 = \$50.00)
- Computer: \$100.00 (\$400 current equipment value x .25 = \$100)

7. Materials – \$2,000.00 (Cash Match); \$2,112 (In-kind Match)

The following expenses will be paid through cash match and in-kind match.

Printing: A local printing company, Acme Printing, will produce the coloring books, handbooks and brochures. The per unit cost for 1000 coloring books is \$1.50; for 300 handbooks is \$7.50, and for 200 brochures is \$1.00 (additional set-up fees are \$82). Total printing costs = \$4,032.00. The United Way grant will pay for **\$2,000.00 (Cash)** of this amount, and the printer is donating the balance of **\$2,032.00 (In-kind)**.

- 1,000 coloring books x \$1.50 each = \$1,500.00 + \$42.00 set-up fee = \$1,542.00
- 300 handbooks x \$7.50 each = 2,250.00 + \$20.00 set-up fee = \$2,270.00
- 200 brochures x \$1.00 each = \$200.00 + \$20.00 set-up fee = \$220.00

Copy Paper/Envelopes: It is estimated that 3 cartons of copy paper will be used for making 1000 flyers advertising the program, and for other miscellaneous necessary communications. We pay approximately \$19.00 per carton for paper. It is estimated that the program will need at least one box of business envelopes. The envelopes cost \$23.00 per box of 500. Total cost for copy paper and envelopes is **\$80.00 (In-kind)** which the agency will absorb.

- 3 cartons paper x \$19 each = \$57.00
- 1 box envelopes x \$23 each = \$23.00

B. SUSTAINING THE PROJECT/ PROGRAM

Over the past two years, BRCAC has increased its funding from outside sources. This year BRCAC obtained commitments from the United Way (cash match), a curriculum planning company (in-kind match) and a printing company (in-kind match). The previous two years these expenditures were paid with CVTF grant monies. During the next funding period, BRCAC will explore funding opportunities through the Thames Foundation which recently announced a new grant program geared toward enhancing and/ or expanding programs to prevent the physical, emotional and/ or sexual abuse of children in rural areas.

C. REDUCED CVTF FUNDING

A review of program needs indicates that the Project Director's time on the project could be cut back to 15 hours per week. However, this cutback would diminish BRCAC's effectiveness in terms of maintaining and building new collaborations. The cutback could result in a longer period of reliance on CVTF funding. Another potential consequence would be less time spent monitoring volunteer activities.

Appendix D

CVTF MATCH REQUIREMENT

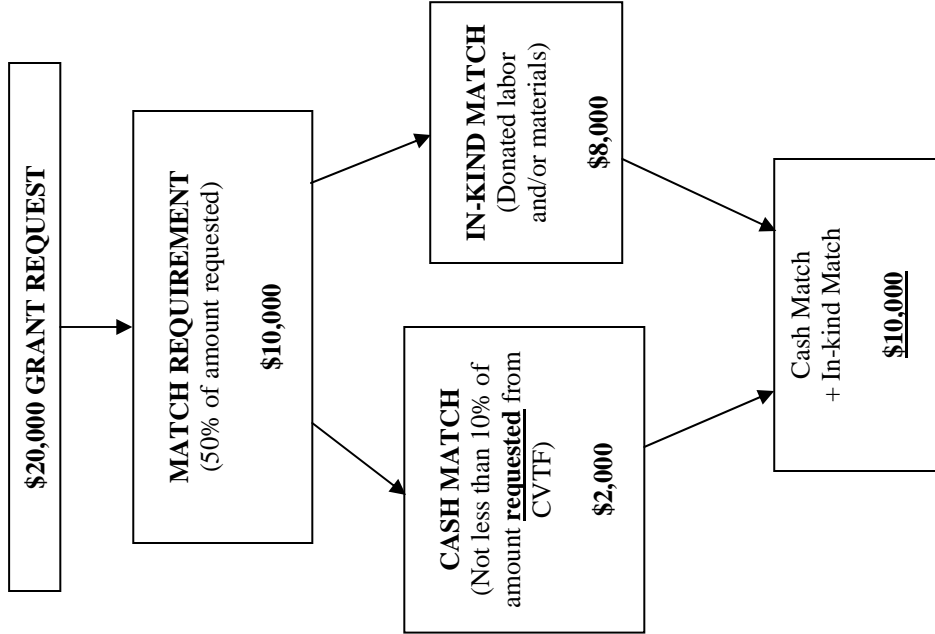
The agency is required to provide—at a minimum—a 50% match for the amount of funds requested from CVTF. This match may be in the form of cash and/ or in-kind (donated labor and/ or materials).

At least 10% of the agency's match must be in cash. However, the agency is not prohibited from providing more than a 10% cash match.

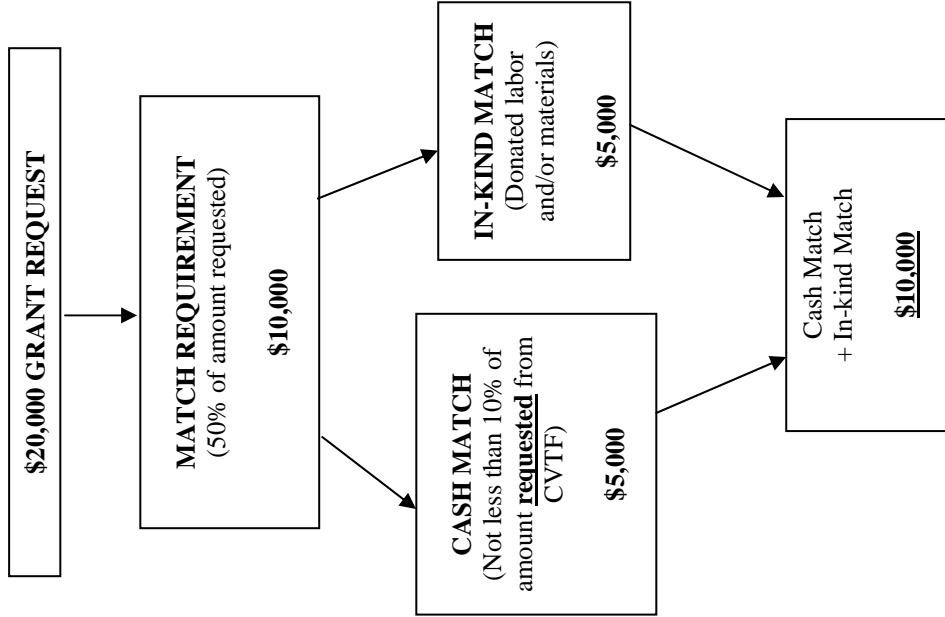
Three examples follow. Example 1 reflects a 10% cash match; Example 2 reflects a 25% cash match; and Example 3 reflects a 100% cash match.

CVTTF MATCH REQUIREMENT

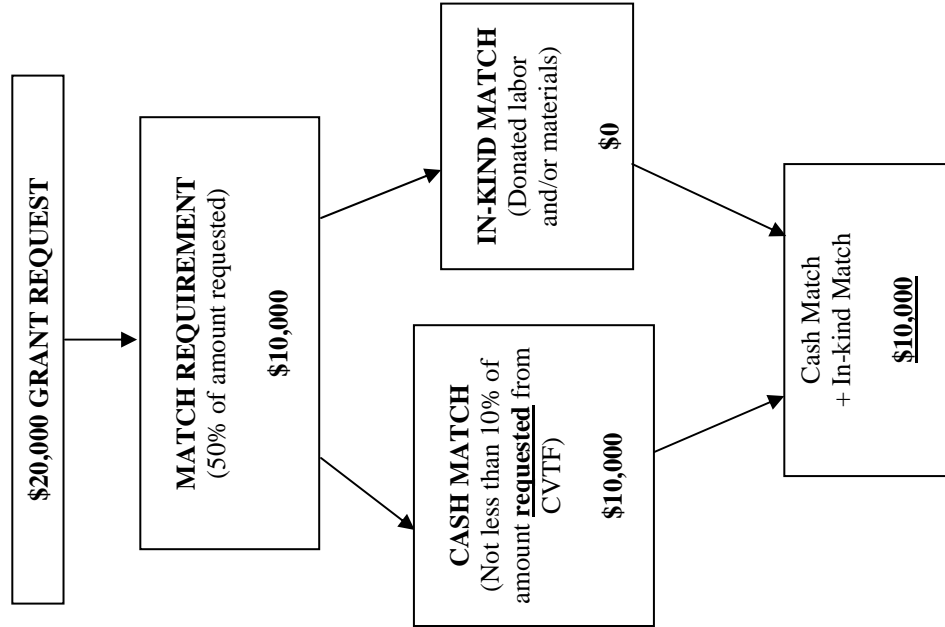
EXAMPLE 1



EXAMPLE 2



EXAMPLE 3



Appendix E
Frequently Asked Questions

1. When is the application due?

Applications are available beginning in October and are due in February each year. Applications for FY 2008-2009 are due February 1, 2008. The CSAEP Board will not consider funding requests after the application deadline.

2. When are the funds available?

Funds must be used from July 1 – June 30 in accordance with the state fiscal year.

3. When will I be notified if I am funded?

You will be notified in April of the CSAEP Board decision.

4. What type of organization is eligible for funding?

Your organization **must** have 501(c) 3 status or be a public non-profit agency in accordance with 26 USC 501.

Proof of status may be obtained from the Secretary of State's web page as follows:

- Go to: www.sos.ky.gov
- Click on "Business Services" and from the drop down window select "Business Records."
- Under "Overview" click on "click here."
- Enter the agency name and hit "enter."
- Click on "Printable Version" to print out the page.

5. Do you fund projects that address not only child sexual abuse and exploitation prevention, but other types of interpersonal violence as well?

The mission of the CSAEP Board remains the prevention and reduction of child sexual abuse and exploitation. Funds from the CVTF may only be used to support the portions of your project/ program that specifically address child sexual abuse and exploitation. So, while your project/ program in general may address other types of violence or abuse, the CVTF funds may only be used in support of those components dealing specifically with child sexual abuse.

6. Do you fund direct service programs for survivors?

The CVTF provides funding to assist with non-medical components of child sexual abuse physical exams but these are generally available only through regional Child Advocacy Centers. CVTF also funds primary, secondary and tertiary prevention programs.

7. What is meant by the required match?

You must provide a 50% match of CVTF funds in your project/ program budget. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions (*refer to Appendix D in the Application Guidelines, Overview & Instructions*).

8. What qualifies as in-kind match?

In-kind match may include the value of volunteer hours, copying or printing provided at reduced or no charge, space donated for programs, telephone, media advertisements at reduced or no charge, materials and supplies, etc. Include only those amounts directly associated with the child sexual abuse prevention project/ program. For instance, if your office space is donated and your application states that your agency will focus 25 percent of its time on the child sexual abuse prevention project/ program, list 25 percent of the donated office rental value as a match.

9. Is there a chance for me to address the CVTF Board to make a case for my application and project?

No, applications are expected to stand on their own merits. However, all CSAEP Board meetings are open to the public and meetings are posted on the CVTF Web site:

<http://ag.ky.gov/victims/cvtf.htm>

10. What if we want to start a new project/ program and don't have the actual project/ program determined yet?

If this proposal is for a new project/ program that your agency has not yet implemented or is in the process of creating and copies are not in hand, you must provide a draft or detailed description.

In any case, you must provide sufficient information about the project/ program curriculum, script(s), evaluation instrument(s)/ tool(s), assessment method(s) or other publications to facilitate the Board's understanding. As appropriate, you must also provide copies of advertising/ order forms for curriculum, scripts, evaluation instruments/ tools, assessment methods, publications and/ or materials. ***Applications that do not provide this information will not be considered.***

11. What if we don't use all the funding during the year?

Unused funds **MUST** be returned to the CVTF fund.

12. What if we have been funded in the past, can we still apply?

Yes. You may receive funding from CVTF more than once. However, CVTF encourages organizations to seek support from other sources, and in general CVTF strives to decrease the amount of funding to repeat agencies over time. It is also important that you demonstrate ways in which your project/ program is expanding or changing in your application. Finally, it is imperative that you demonstrate why funds are not available to sustain the project/ program from other sources.

13. What if our 501(C)(3) status is still in process?

CVTF gives priority to and prefers to fund organizations that have achieved 501(c) 3 status and are established as non-profit entities for several reasons: these organizations have had an opportunity to develop by-laws, a mission and a working Board, they are established in their community and they have been able to nurture ties to other agencies and entities within their region. These qualities support and foster the success of prevention programs and provide added reassurance that the agency will be able to complete the project as described. It is unlikely that agencies that have not completed their non-profit status will be funded.

14. Can we use CVTF funding for building or renovation?

CVTF funds may **NOT** be used for capital expenditures.

15. Can we use CVTF funding for positions, salaries and benefits?

CVTF prefers that funds not be applied to salaries and compensation of employees. However, in rare instances where an applicant demonstrates acute need for funds to be allocated to such areas, and **only** when the applicant demonstrates that efforts to secure funds from other sources have been futile, will CVTF consider such requests. Salary and compensation amounts must correspond to the percentage of time the employee will devote to the particular child sexual abuse project/ program for which funding is sought from CVTF. The CVTF will **NOT** fund holiday pay or other benefits for part-time staff.

16. Can we use CVTF funding for equipment purchases?

CVTF discourages the use of funds for equipment purchase, but in rare instances when the applicant demonstrates acute need and an inability to secure funds from other sources, such allocations may be considered. Again, funding will be approved only in the amount that corresponds to the percentage of time the equipment will serve the child sexual abuse prevention project/ program for which funding is sought from CVTF.

17. Can we use CVTF money to pay for Central Registry Check (CA/N) background checks (which are administered by the Cabinet for Health and Family Services)?

No. You are not required by CVTF to use this particular background check, so CVTF funds cannot be used. You are only required to send a copy or copies if the law requires your agency to do them,

or your agency requires it as a condition of employment. You may use CVTF money to pay for AOC background checks because CVTF requires they be done as a condition of funding.

18. Can we use CVTF money for staff and volunteer training and related travel expenses?

CVTF money may be used for staff and volunteer training if that training is directly related to the child sexual abuse prevention project/ program for which funding is sought. Such expenses will be carefully scrutinized by CVTF and overnight accommodations and meals will only **RARELY** be considered for funding. It is expected that the applicant will seek to minimize travel expenses and any duplication of travel among personnel as much as possible. CVTF monies may not be used for out-of-state training and related travel expenses unless clearly justified (i.e. training is necessary for accreditation in a national prevention program and that training is not available in-state).

19. How do I clearly demonstrate an inability to secure funding from other sources?

CVTF is one of many funding sources available to support programs addressing child sexual abuse. Other sources may include local and regional agencies, local businesses and corporations, public and private state agencies and public and private federal organizations. It is important that you demonstrate that you are aware of and seeking to access funds from these other sources as well. Any other applications for funding should be noted with the results of the request, as well as any fundraising efforts and campaigns to solicit revenue for the agency and the program. Plans for future solicitation of funds should also be included.

20. Why do you want a copy of all the materials we use and distribute?

The CSAEP Board and staff recognize that there is a tremendous variety of material available to choose from, with varying degrees of accuracy and appropriateness for age and culture. It is necessary that we review the materials you plan to use to ensure that we find them to be accurate, current, and appropriate for the population you propose to reach. There will be no exceptions to this review process and failure to solicit prior approval of materials you will be using may result in invalidating the contract and forfeiture of remaining funds.

21. What are the components of a successful child sexual abuse prevention project/ program?

- evidence that the prevention project/ program is based on current research/ literature.
- clear understanding of the population intended to be served and evidence that the project/ program reflects the particular needs of that population.
- evidence that the project/ program includes key components for effective prevention, including multiple contacts with the intended audience, interactive learning, parent, community and Internet safety components – to enhance child-focused programs.
- appropriate screening, training and background checks (no older than two years) of staff, consultants, independent contractors and volunteers.

- awareness of and collaboration with other community resources involved in child sexual abuse services and/or prevention services.
- clear and achievable plans for qualitative and quantitative project/ program evaluation.
- plans to diversify funding for the future.

22. What should we do if we do not know how to find local data?

The following organizations can help you locate local data.

Kentucky State Data Center:

Web: <http://ksdc.louisville.edu/>

Phone: (502) 852-7990

Fax: (502) 852-7386

Cabinet for Economic Development:

Web: http://www.thinkkentucky.com/EDIS/Deskbook/Deskbook_Default.aspx

Phone: 800-626-2930 or 502-564-7140

U.S. Census Bureau:

Web: http://factfinder.census.gov/home/saff/main.html?_lang=en

Question and Answer Center: [https://ask.census.gov/cgi-](https://ask.census.gov/cgi-bin/askcensus.cfg/php/enduser/std_alp.php)

[bin/askcensus.cfg/php/enduser/std_alp.php](https://askcensus.cfg/php/enduser/std_alp.php)

Call Center: 301-763-INFO (4636)

Kentucky Institute of Medicine:

Web: The Health of Kentucky: A County Assessment: <http://kyiom.org/healthy2007a.pdf>

In addition, you may contact your local health department, the Cabinet for Health and Family Services, or your local social services office.

23. What happens if I exceed the maximum page length for the application narrative?

If you exceed the twelve (12) pages allowed for the application narrative, any information beyond the 12th page will not be read, evaluated or scored.

24. What happens if I exceed the maximum page length for the budget narrative?

If you exceed the six (6) pages allowed for the budget narrative, any information beyond the 6th page will not be read, evaluated or scored.

25. Why must information in each section of the application narrative be able to stand alone?

The information contained in each section and in each subsection of the application narrative must stand alone. The application narrative must not refer the reader to another section or to an attachment for information required of the section. Application narratives that do not provide required information in the appropriate section/ subsection may receive a lower score when evaluated.

26. Why must information in each section of the budget narrative be able to stand alone?

The information contained in each section of the budget narrative must stand alone. The budget narrative must not refer the reader to another section or to an attachment for information required of the section. Budget narratives that do not provide the required information in the appropriate section may receive a lower rating when evaluated.

FY 2009 CHILD VICTIMS' TRUST FUND GRANT APPLICATION

SUMMARY OF IMPORTANT DATES

Grant Applications Available	October 30, 2007
Grantee Applicant Information Session	November 16, 2007
Application Due Date	February 1, 2008
Announcement of Awards	April 2008
Funding Period	July 2008 – June 2009

YOU ARE STRONGLY ENCOURAGED TO READ THE APPLICATION OVERVIEW, GUIDELINES & INSTRUCTIONS (INCLUDING APPENDICES) CAREFULLY BEFORE COMPLETING AND SUBMITTING THIS APPLICATION.

IN REVIEWING APPLICATIONS THE BOARD LOOKS FOR PROJECTS/ PROGRAMS THAT USE EFFECTIVE, RESEARCH-BASED MODELS OF CHILD SEXUAL ABUSE PREVENTION.

THE BOARD ALSO WELCOMES NEWLY CREATED, INNOVATIVE PROPOSALS, BUT APPLICANTS MUST BE ABLE TO PROVIDE A CLEAR DESCRIPTION AND ENOUGH INFORMATION TO FACILITATE THE BOARD'S UNDERSTANDING OF THE PROGRAM, ITS GOALS AND OBJECTIVES, THE CURRICULUM (IF APPLICABLE), AND HOW ITS EFFECTIVENESS WILL BE EVALUATED.

THE BOARD RESERVES THE RIGHT TO DEEM INELIGIBLE ANY APPLICATION THAT DOES NOT ADHERE TO THE GUIDELINES, OVERVIEW & INSTRUCTIONS.

THE BOARD RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO REJECT ANY AND ALL GRANT APPLICATIONS OR TO CANCEL THE ANNOUNCEMENT OF FUNDING IN ITS ENTIRETY.

Child Victims' Trust Fund



FY 2009 CVTF Grant Application TITLE PAGE

AGENCY NAME: _____

TITLE OF PREVENTION PROJECT/ PROGRAM:

AMOUNT REQUESTED: _____

CONTACT NAME / TITLE: _____

POSITION: _____

AGENCY ADDRESS: _____

COUNTY: _____

PHONE: _____

FAX: _____

E-MAIL: _____

Agency Name _____, page _____

GRANT APPLICATION CHECKLIST

- ☐ One original of the complete application with all required attachments placed in a manila envelope
- ☐ Eight (8) copies of the complete application with all required attachments placed in eight (8) separate, numbered manila envelopes

Application

- ☐ Title page
- ☐ Grant Application Checklist
- ☐ Statement of Cooperation and Assurances
- ☐ Agency Data Sheet
- ☐ Project/ Program Information Sheet
- ☐ Application Narrative
- ☐ Anticipated Project/ Program Revenue Detail—Breakdown by Source Form
- ☐ Budget Plan
- ☐ Budget Narrative

Required Attachments—Part A

- ☐ Evidence of 501(C)(3) or other non-profit/public status (i.e. IRS determination)
- ☐ List of Current Board Members with affiliations
- ☐ Agency Staffing Chart or other Personnel Diagram
- ☐ Agency Audit or year end financial statement for last completed fiscal year
- ☐ CV/ Resume of Agency Director
- ☐ Job descriptions and qualifications for each position involved in the proposed child sexual abuse prevention program
- ☐ CV(s)/ Resume(s) of all Staff who will be working in the proposed child sexual abuse prevention program
- ☐ Letters from collaborative partners on partner's letterhead
- ☐ Letters of Agreement for consultant and/or contractual services on vendor's letterhead
- ☐ Copy of equipment price quote(s) on vendor's letterhead
- ☐ Copy of materials price quote(s) on vendor's letterhead

Required Attachments—Part B

- ☐ Project/ Program curriculum being proposed (if applicable)
- ☐ Evaluation instrument(s) or tool(s)
- ☐ Copy of Agency and Project/ Program publications (i.e. brochure, newsletter, Web page, etc.)

Application Format

- ☐ White, 8 ½" by 11" paper
- ☐ Typed, double-spaced, single-sided
- ☐ Times New Roman font no smaller than 11-pt.
- ☐ Type is neither all bold nor all capitalization, nor all italics
- ☐ 1" margins—left, right, top and bottom
- ☐ Page headers appear in upper right-hand corner of each page
- ☐ No binding or staples
- ☐ Required section headings in Application Narrative
- ☐ Required section headings in Budget Narrative

Agency Name _____, page _____

STATEMENT OF COOPERATION AND ASSURANCES

The applicant represented by the undersigned, hereby states and assures the following:

1. I have read and understand the Child Victims' Trust Fund (CVTF) Application Guidelines, Overview & Instructions, including the eligibility and funding rules, and applicant / grantee responsibilities.
2. The proposal was reviewed and approved by the local task force, if one is operative in my region, and said approval is evidenced below by the signature of the authorized person representing the task force. *(At this time, the Attorney General's Office knows of no operative task forces in Kentucky)*
3. The applicant will comply with the regulations, policies, guidelines and requirements as they relate to the use, application and acceptance, and reporting of state funds for this state-assisted program. I further assure that the applicant will provide full access to agency documentation, records and other pertinent information as deemed necessary by the CVTF Board or its staff to complete the monitoring process.
4. The applicant agency will ensure AOC criminal background checks (**no older than two years**) are completed before initiation of project/ program services. The background checks are required for paid staff, volunteers and independent contractors with access to CVTF-fund project/ program participants. Applicants shall report any background check returned with anything other than minor traffic offenses. If the agency is considering using any of the above in the CVTF-funded project/ program, the agency must report the information to the CVTF program administrator for further review. The applicant agency shall report any abuse, neglect or exploitation substantiation or criminal charge that is brought to its attention during the funding period. Failure to report may result in the discontinuation of funding.
5. The applicant agency and I are both in compliance with all local policies and regulations of our governing body.
6. The applicant agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and provides, upon request, reasonable accommodation necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.
7. The information contained in this application for funding is, to the best of my knowledge and ability, true and accurate.

Signature of Person Responsible for Program Administration_____
Date

Name Printed: _____

Address: _____

Signature of Agency Director or Board Chair_____
Date

Name Printed: _____

Address: _____

Signature of Authorized Task Force Representative (if applicable)_____
Date

Name Printed: _____

Name of Task Force (if applicable): _____

Address: _____

Agency Name _____, page _____

AGENCY DATA SHEET

Name of Agency: _____

Agency Director/Administrator: _____

Mailing Address: _____

City: _____ KY Zip Code+four: _____

Telephone: _____ FAX: _____

E-mail: _____ Web Address: _____

County of above office location: _____

Counties and cities served by agency: _____

Local Task Force name (if applicable): _____

Location: _____

(At this time, the Attorney General's Office knows of no operative task forces in Kentucky)

CVTF Grant History:

Number of years funded _____

Last year funded _____ Amount _____

Agency name if changed / Project/ program title and Year(s) funded:

Agency Name _____, page _____

PROJECT/ PROGRAM INFORMATION SHEET

Project/ program title _____

Amount requested: _____

Type of prevention: _____Primary _____Secondary _____Tertiary

Specific population served by project/ program:

Brief project/ program summary (no more than 200 words):

Agency Name _____, page _____

APPLICATION NARRATIVE

I. Agency Description

- A. Mission Statement or Purpose
- B. History of the Agency
- C. Board of Directors
- D. Paid Staff Positions
- E. Independent Contractors and Volunteers
- F. Programs Similar to/ Related to Child Sexual Abuse Prevention

II. Community Description

- A. Geography
- B. Population
 - 1. Community's Demographics
 - 2. Community's Ethnic, Racial and Cultural Characteristics
- C. Resources
 - 1. Agencies, Groups and Professionals
 - 2. Services and Activities
 - 3. Coordination of Related Efforts

III. Program description

- A. Project/ program Description
 - 1. Type of Prevention and Project/ program Rationale
 - 2. Target Population and Contributing Factors
 - 3. Project/ program Goals and Objectives
- B. Curriculum
 - 1. Content
 - 2. Learning Goals and Objectives

Agency Name _____, page _____

3. Consistency with Current Research, Literature and Best Practices

4. Appropriateness for Target Population

C. Project/ program Delivery

1. Location(s)/ Venue(s)

2. Evidence of Multiple Exposures and Duration of Exposures

3. Interactive Formats and Parent and Internet Components

4. Barriers and Approaches to Overcoming Them

D. Available Resources

1. Party Responsible for Implementation

2. Staff, Volunteer and Consultant Training

3. Supervision of Staff, Volunteers and Consultants

4. Training of Other Involved Parties

5. Collaboration and Coordination Efforts

E. Implementation Timetable

IV. Evaluation Plan

A. Project/ program Goals and Objectives

1. Number of Targeted Recipients, Evidence of Multiple Exposures and Duration of Exposure

2. Learning Goals for Project/ program Content

3. Determination of Success

B. Evaluation Instrument(s), Tool(s) and/ or Other Assessment Methods

C. Evaluation and Assessment Time Frames

V. CVTF Promotion Plan

A. CVTF Logo, Income Tax Refund Check-Off and "I Care About Kids" License Plate in Published Materials

B. Distribution of CVTF Posters and Brochures

Agency Name _____, page _____

VI. Anticipated Project/ Program Revenue Detail —Breakdown by Source Form

Source	Committed or Potential Funding	Sub-Total Amount
CVTF Grant		

Cash Match* (minimum 10% of total CVTF Grant request)		

In-kind Match* (remaining percentage of 50% CVTF match)		

GRAND TOTAL (all sources of anticipated project/ program revenue)	
--	--

* Pursuant to KRS 15.935(1)(a)2 and KRS 15.940(4), a 50% match is required. The match composition shall be as follows: The Cash match shall total at least 10% of the total CVTF grant amount (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). This sum shall be subtracted from the total match amount. The remainder match may be through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as in-kind must be specific to the project/ program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions.

Agency Name _____, page _____

VII. Budget Plan

Name of Agency: _____

Name of Project/ program: _____

Budget Period: From (mm/dd/yy) _____ to (mm/dd/yy) _____

1. **ANTICIPATED PROJECT/ PROGRAM REVENUE:** \$ _____

CVTF Grant (column A) \$ _____ Total Match (columns B and C) \$ _____

2. **PROJECT/ PROGRAM BUDGET:**

Cost Category	Funding Sources			SUB-TOTAL
	CVTF Grant	Cash Match	In-Kind Match	
	(Column A)	(Column B)	(Column C)	
a) Staff Salaries				
Staff Salaries Subtotal:				
b) Staff Fringe Benefits				
Staff Fringe Subtotal:				
c) Consultant/Contractual Services				
Contract Services Subtotal:				
d) Training & Travel				
Training & Travel Subtotal:				
e) Operational Expenses				
Operational Expenses Subtotal:				
f) Equipment				
Equipment Subtotal:				
g) Materials				
Materials Subtotal:				
GRAND TOTALS				

Agency Name _____, page _____

VIII. Budget Narrative

A. Cost Categories

1. Staff Salaries
2. Staff Fringe Benefits
3. Consultant and Contractual Services
4. Training and Travel
5. Operational Expenses
6. Equipment
7. Materials

B. Sustaining the Project/ Program

C. Reduced CVTF Funding

IX. Required Attachments—Part A

X. Required Attachments—Part B